



## **Regular Meeting Minutes**

### **Auburn Industrial Development Authority**

**Wednesday, July 27<sup>th</sup>, 2022 @ 5:00pm**

**Remote and limited board attendance**

**2 State St., Auburn, NY**

#### **Board Present:**

James Dacey (Chair & Member of Business)  
Terry Cuddy Council (Secretary & Council Member)  
Jimmy Giannettino (Council Member)  
Lisa Green (Member at Large)

#### **Absent:**

Katie MacIntyre (Member at Large)  
William Andre (Vice-Chair & Member of Labor)  
Gwen Webber-McLeod (Member at Large)

#### **Staff & Guests:**

Michael Miller, Executive Director  
Taylor Symes, Acting Treasurer  
Maureen Riester, CEDA  
Rob Poyer, Hancock Estabrook  
Karen Walters, Auburn Citizen

Mr. Dacey called the meeting to order at 5:00pm, noting the presence of a quorum.

#### **MEETING MINUTES:**

Mr. Cuddy motioned to approve the June 19<sup>th</sup> Regular Meeting Minutes, seconded by Mr. Cuddy. All members present voted in favor; motion was carried.

#### **BILLS AND COMMUNICATION:**

Ms. Symes presented the following bill: TGW in the amount of \$4,750.00 and CEDA Admin Invoice for \$5,038.74. Ms. Symes stated that the bill she emailed out to the board from Hancock Estabrook would be paid by the applicant. Ms. Symes stated she had discussed the bill with Mr. Poyer. Mr. Poyer stated these will not be paid by AIDA, he would look into where we are with the projects on getting them paid. He said Terrapin should have paid their bill, Nolan Block he was unsure on and RJC Development was being handled by Mr. Cook and they haven't closed.

Ms. Green asked if we collect fees from each project when they close? Ms. Symes stated yes, it would be reported as income. Ms. Green wanted clarification if our income for the year was only \$1,500? Ms. Symes explained that when projects close we would receive a check from them. Ms. Green emphasized that we need to be able to cover the expenses by the end of the year. Ms. Green wanted to know how the fee was calculated for the projects? Mr. Poyer explained it is a based off of their incentive package and we would receive one percent.

Ms. Green motioned to pay the bills, seconded by Mr. Cuddy. All members present voted in favor; motion was carried.

### **REPORT OF THE TREASURER:**

Ms. Green reviewed the P&L and Balance sheet. She stated that we do not have any revenue to cover the expenses. Ms. Green stated we have a (\$67,000) net loss year to date. Ms. Green clarified that we transferred money into the checking account. Mr. Dacey asked how much was transferred? Ms. Symes stated that \$20,000 was transferred.

Mr. Cuddy motioned to approve the Report of the Treasurer, seconded by Mr. Giannettino. All members present voted in favor; motion was carried.

### **UNFINISHED BUSINESS:**

CEDA Staff Update: Ms. Riester stated that she has been working on a few projects. Once the CFA closes, Ms. Riester said she will have more time to focus on AIDA projects. Ms. Symes stated that she was continuing with the DRI project that were happening downtown and she was wrapping up with the CCIDA sewer line.

### **NEW BUSINESS:**

AIDA/CCIDA Auditor RFP: Mr. Dacey stated that he had a conversation with Mr. Lockwood who is the Chairman for CCIDA, and they discussed asking for another one-year extension due to all the changes the organization has gone thru. Ms. Green asked if the RFP was sent out last year. Ms. Symes stated that this was not advertised last year, they decided to do an extension last year also. Ms. Symes explained that both IDA's approved the extension at a \$150 increase to the bill. Ms. Symes stated that either Mr. Miller or herself would reach out to Elaine Buffington asking for an extension.

Ms. Symes asked Mr. Poyer, once we have a price from Ms. Buffington, would she need to hold a meeting to approve it or could she send it via email and ask for board approval? Mr. Poyer stated we could wait until the next board meeting for the approval. Mr. Dacey asked if it would be logical for Mr. Miller to send the email since he is the new director? Mr. Dacey stated that him and Mr. Lockwood thought it would be good to ask together since both IDA share auditors.

### **UPCOMING EVENTS:**

Ms. Symes reviewed upcoming events.

### **BOARD MEMBER UPDATES:**

Mr. Dacey introduced Mr. Michael Miller. All board members introduced themselves to Mr. Miller. Mr. Miller gave an introduction on who he was and his previous work experience.

Mr. Cuddy stated he has been very pleased with the work TGW has done so far. His only concern that he has is that they were in town back in late spring taking pictures. Most of the social media posts are agriculture outside of Auburn. He stated that even though it is related to our local economy, he's only seen agriculture posts. He would like to see more posts that are local to Auburn and are business driven. He would like to know why they are advertising mainly agriculture? Mr. Dacey asked would it be logical to have TGW at the August Meeting? Mr. Cuddy asked who on the staff was in control of the AIDA website? Ms. Symes stated that it was Ms. Roblee was in control of the site. Mr. Cuddy requested that Ms. Roblee join the meeting if possible. He stated he's aware that they have more footage than just agriculture.

Mr. Giannettino stated that Mr. Daniel Lovell would be the School Board Member joining the AIDA Board. Mr. Giannettino asked if he would need to submit that to the Mayor's Office? Mr. Dacey stated that yes the Mayor needs to be notified by letter and then the City Council will approve it. Mr. Dacey stated that fills one out of two vacant chairs on the board. He stated that it's a hard time and they have to be a resident of Auburn. Ms. Green said we have over 20,000 people in the business industry.

Mr. Poyer wanted to make a clarifying point to the board. He stated that at the beginning of the meeting Mr. Dacey asked Ms. Riester about a project and stated it as the "other thing", Mr. Poyer stated that for the open meetings law either the board discusses it or it's not brought up at the meeting. Mr. Poyer explained that for public that attends like Ms. Karen Walters, they may want to know what that one thing is. Mr. Poyer explained if we need to discuss it we could go into executive session, but he feels that project may be too far down the line. Mr. Dacey stated that eventually we would talk about it but he doesn't believe we would need to go into an executive session as of now.

Ms. Green asked about the new member trainings. Ms. Symes asked if she was referring to the ABO Training? Ms. Symes stated that they have been cancelled for a while now. Mr. Cuddy stated that it was about a two-hour commitment. Mr. Dacey stated that the all the new members should receive a binder that includes all the bylaws when they are on boarded. Ms. Symes asked Mr. Cuddy and Mr. Giannettino if they had a binder made for them? They both stated they had a binder put together. Mr. Cuddy asked if additional binders could be made for the new members that would be joining in the next couple of weeks. Mr. Dacey also stated that there was a binder from Harris Beach about Economic Development too that each member should have. Mr. Dacey stated the last one that he received was in 2018. He stated that it gives history around economic development that would be beneficial to everyone. He stated that it is also mandatory that all board members take the ABO training. Ms. Symes stated that it is at each board member's discretion when they sign up for it. Ms. Green asked if a test was at the end? Ms. Symes stated that there was no test.

#### **ADJOURNMENT:**

Mr. Giannettino motioned to adjourn at 5:26pm, seconded by Mr. Cuddy. All members present voted in favor; motion was carried.

Respectfully Submitted,

Taylor Symes